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ABSTRACT

In order to equalize faculty salaries in Alabama technical and junior colleges, all ranks that were available to junior college teachers were opened to all technical college teachers. To do so, certification standards had to be developed for Ranks II, III, and IV for technical college faculty. This paper contains general instructions for the application of these standards as they relate to: advancement from different ranks, documentation of qualifications, and the approved General Education Cluster and Vocational Education Cluster requirements. In addition, minimum certification requirements are presented for instructors of business and office education, distributive education, agriculture, related subjects, and health occupations; and also for teachers in trade and industrial areas and data processing. The application for certification of technical college/institute instructors is also provided. It contains detailed instructions for completion of all 12 items: personal data; technical college; current certification; occupational work experience; high school diploma/equivalent; postsecondary teaching experience; postsecondary educational experience and degrees, including completion of the Vocational Education and General Education clusters; in-service activities; certification of competency; and verification of accuracy by the applicant and college president. (MB)

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ED169963

REVISED FACULTY CERTIFICATION REQUIREMENTS

[AND]

APPLICATION FOR CERTIFICATION FOR TECHNICAL COLLEGE/INSTITUTE INSTRUCTORS

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ALABAMA STATE BOARD OF EDUCATION

February, 1978

JC 790 261

ADOPTED BY THE ALABAMA
STATE BOARD OF EDUCATION
February 23, 1978

REVISE FACULTY CERTIFICATION REQUIREMENTS
ALABAMA STATE TECHNICAL COLLEGES

WHEREAS, the State Board of Education on November 22, 1977, adopted certification requirements for technical college faculty with the provision that an Oversight Committee of the Board conduct a study for the purpose of possible refinement of the requirements; and

WHEREAS, a hearing was held on these certification requirements on February 9, 1978; and

WHEREAS, the Oversight Committee recommends that the certification requirements be revised:

NOW, THEREFORE, BE IT RESOLVED That the State Board of Education does hereby approve the attached revised certification standards for technical college instructors.

APPROVE FACULTY CERTIFICATION REQUIREMENTS
ALABAMA STATE TECHNICAL COLLEGES

WHEREAS, the State Superintendent of Education and the State Board of Education expressed the desire to equalize faculty salaries in the State technical and junior colleges by opening all ranks now available to junior college teachers to technical college teachers; and

WHEREAS, certification standards had to be developed for Ranks II, III, and IV, for technical college faculty in order to open these ranks to the instructors; and

WHEREAS, the State Superintendent of Education appointed a committee composed of eight technical college faculty members and three technical college administrators to develop faculty certification standards for Ranks II, III, and IV, for technical college faculty; and

WHEREAS, this committee developed the standards for Ranks II, III, and IV, for technical college faculty and recommended the standards to the State Superintendent of Education; and

WHEREAS, the State Superintendent of Education has reviewed these standards and recommends their approval:

NOW, THEREFORE, BE IT RESOLVED That the State Board of Education does hereby approve the attached faculty certification standards for technical college instructors with Ranks I/C, I/B, I/A and II available effective September 1, 1977, and Ranks III and IV available effective September 1, 1978; and

BE IT FURTHER RESOLVED That the Division of Postsecondary and Continuing Education shall develop guidelines for implementing and monitoring these certification standards.

GENERAL INSTRUCTIONS AND APPLICATIONS OF
TECHNICAL COLLEGE FACULTY CERTIFICATION STANDARDS

1. Presently employed instructors in trade and industrial areas who are currently classified at Rank I/A and who do not hold a certificate of competency may document competency and receive the required 30 certification points by submitting statements attesting to the identified competencies needed to perform in their specific areas. This certification of competency in lieu of the formal certificate must be approved by the president/director of the institution and the certifying officer of the Postsecondary and Continuing Education Division.
2. Presently employed instructors classified at Ranks I/C and I/B in all areas may advance to Rank I/A in compliance with these attached certification standards or in accord with certification requirements in effect prior to the adoption of these standards. However, all instructors currently classified at Ranks I/C, I/B, and I/A, must meet the attached certification requirements to advance to Ranks II, III, or IV.
3. Persons classified at Rank I/C will be employed on the initial step of Rank I/B and C in the salary schedule. In order to advance beyond Step 1 those persons must meet certification requirements for Rank I/B.
4. Qualifications for a rank must be documented in the personnel folder at the college by September 30 of each school year in order for the instructor to be classified at that rank. Rank will not be changed during the school year. (Exception will be made for a currently employed instructor who qualifies for a rank change for the 1977-78 school year due to these certification standards. All requirements for this particular rank change must have been completed by September 1, 1977 and must be documented and approved by the State Department of Education by June 1, 1978 in order for the instructor to be classified at the new rank for the 1977-78 school year.)

General Instructions and Applications of
Technical College Faculty Certification Standards - contd.

5. The approved General Education Cluster required for trade and industrial instructors is as follows:

- a. First course in college composition and technical communication or the second course in college composition 6 semester hours
- b. Speech 3 semester hours
- c. Psychology and/or Sociology 6 semester hours
- d. American History 3 semester hours
- e. Mathematics 3 semester hours
- f. Science 3 semester hours
- g. Electives 6 semester hours
- Total Required 30 semester hours

6. The required Vocational Education Cluster is as follows:

- a. A course in History, Philosophy, or Development of Vocational Education 3 semester hours
- b. A course in Occupational Analysis - Course Construction .3 semester hours
- c. A course in Vocational Teaching Methods 3 semester hours
- d. A course in Development of Instructional Materials/ Vocational Curriculum Development 3 semester hours
- Total Required 12 semester hours

The course in history, philosophy, or development of vocational education must be taken by all instructors.

Instructors in health occupations, business and office, and related studies may substitute equivalent education courses for the other three vocational education courses.

MINIMUM CERTIFICATION REQUIREMENTS
TECHNICAL COLLEGE INSTRUCTORS
BUSINESS AND OFFICE EDUCATION, DISTRIBUTIVE
EDUCATION, AND AGRICULTURE;
RELATED SUBJECTS; AND HEALTH OCCUPATIONS

1. Appropriate occupational work experience will be assigned 10 points for each year of full-time experience or for each 2,000 clock hours of part-time work. The maximum points awarded for work experience is 60 and the minimum is 10. Credit for work experience will be given in one-half (5 points) and whole year (10 points) units.
2. The minimum education requirements for Rank I/B and higher must include the approved vocational education cluster or the equivalent.
3. Formal education must be in the subject field or in education with an endorsement in the subject field.
4. Points will be awarded for appropriate education as follows:

120	Bachelor's Degree
150	Master's Degree
151-210	Appropriate coursework earned after completion of the master's degree will be assigned one point for each semester hour of credit earned.
240	Earned Doctorate
5. Persons teaching accounting and holding the certified public accounting certificate and persons teaching secretarial courses and holding the certified professional secretary certificate will be awarded 30 points toward formal education requirements beyond the bachelor's degree.
6. In-service workshops, seminars, institutes, and appropriate documented experiences must be approved by the president/director and certifying officer of the postsecondary division in advance in order to be counted for meeting certification requirements. Exceptions will be made for persons employed for the 1977-78 school year who can document approved activities in which they participated. All prior in-service activities must be documented by September 1, 1978.

Minimum Certification Requirements
 Technical College Instructors
 Business and Office Education, Distributive
 Education, and Agriculture; Related Subjects; and Health Occupations
 Page 2

Points will be assigned on the basis of one point for each 15 clock hours of approved seminars, workshops, institutes and appropriate documented experiences.

SUMMARY OF CERTIFICATION REQUIREMENTS*

<u>Rank</u>	<u>Appropriate Work Experience</u>	<u>Appropriate Formal Postsecondary Education</u>	<u>In-Service Activities</u>	<u>Total Required Points</u>
I/C	1-6 Years (10-60 Points)	Bachelor's Degree (120 Points)	--	130
I/B	1-6 Years (10-60 Points)	Bachelor's Degree (120 Points)	--	130
I/A	1-6 Years (10-60 Points)	Bachelor's (120-150 Points)	None Required (0-60 Points)	150
II	1-6 Years (10-60 Points)	Master's Degree (150-180 Points)	None Required (0-60 Points)	180
III	1-6 Years (10-60 Points)	Master's Degree (150-210 Points)	None Required (0-60 Points)	210
IV	1-6 Years (10-60 Points)	Master's Degree (150-240 Points)	None Required (0-60 Points)	240

*Minimum specified requirements in each category and total points must be met in order to receive certification for a rank.

Vocational Education cluster courses not applied to the bachelor's or master's degrees will be accepted for in-service points on the basis of one point for each semester hour of credit.

MINIMUM CERTIFICATION REQUIREMENTS
TECHNICAL COLLEGE INSTRUCTORS
TRADE AND INDUSTRIAL AREAS AND DATA PROCESSING

1. Minimum education required to be classified at Rank I/C is the high school diploma or equivalent GED certificate.
2. The minimum education requirements for Ranks I/B and above must include the approved vocational education cluster.
3. The minimum education requirements for Rank I/A and above must include the approved general education cluster.
4. Points will be assigned for formal postsecondary education as follows:
 - a. 15 Approved vocational education cluster
 - b. 30 Approved general education cluster
 - or
 - Certificate from 12-15 month in-field program
 - c. 45 Certificate from 12-15 month in-field program and approved vocational education cluster
 - or
 - Diploma from 18-24 month in-field program
 - or
 - Approved vocational education and general education clusters
 - d. 60 Certificate from 12-15 month in-field program and approved general education cluster
 - or
 - Diploma from 18-24 month in-field program and approved vocational education cluster
 - or
 - Associate degree from in-field program

Minimum Certification Requirements
Technical College Instructors
Trade and Industrial Areas and Data Processing
Page 2

- e. 75 Associate degree from in-field program and approved vocational education cluster
or
Diploma from 18-24 month in-field program and approved general education cluster
or
Certificate from 12-15 month in-field program, and approved general education and vocational education clusters
or
certification by senior college or university that instructor lacks 33-45 semester hours in an approved bachelor's degree program.
- f. 90 Associate degree from in-field program and approved general education and vocational education clusters
or
Diploma from 18-24 month in-field program and approved general education and vocational education clusters
or
Certification by senior college or university that instructor lacks 32 semester hours or less in an approved bachelor's degree program in trade and industrial or technical education; vocational or general education with endorsement in the specific teaching area; or in the specific teaching/related area.
- g. 120 Bachelor's degree in trade and industrial or technical education; vocational or general education with endorsement in the specific teaching area; or in the specific teaching/related area.
- h. 121-150 Courses taken above the bachelor's degree will be assigned one point for each semester hour of credit earned if the courses are in trade and industrial education programs or in the specific teaching/related area.

1. 150 Master's degree in Trade and Industrial Education or in the specific teaching/related area.
5. Ten points will be assigned for each year of appropriate work experience. A minimum of three years (30 points) of appropriate in-field occupational work experience is required for all ranks and the maximum credit allowed for occupational work experience is six years (60 points). Each 2,000 hours of part-time work experience may be equated to one year. Credit for work experience will be given in one-half (5 points) and whole year (10 points) units.
6. In-service workshops, seminars, institutes, and appropriate documented experiences must be approved by the president/director and certifying officer of the postsecondary division in advance in order to be counted for meeting certification requirements. Exceptions will be made for persons employed for the 1977-78 school year who can document approved activities in which they participated.
All prior in-service activities must be documented by September 1, 1978.
Points will be assigned on the basis of one point for each 15 clock hours of approved seminars, workshops, institutes and appropriate documented experiences.
7. Thirty points will be assigned for a State Department of Education approved certificate of competency.

Minimum Certification Requirements
 Technical College Instructors
 Trade and Industrial Areas and Data Processing
 Page 4

SUMMARY OF CERTIFICATION REQUIREMENTS*

<u>Rank</u>	<u>In-Field Work Experience</u>	<u>Appropriate Formal Postsecondary Education</u>	<u>In-Service Activities</u>	<u>Certificate of Competency</u>	<u>Total Required Points</u>
I/C	3-6 Years (30-60 Points)	None Required (0-30 Points)	--	Optional (0-30 Points)	60
I/B	3-6 Years (30-60 Points)	VED Cluster (15-45 Points)	--	Required (30 points)	105
I/A	3-6 Years (30-60 Points)	VED and General Ed. Clusters (45-90 Points)	None Required (0-45 Pt.)	Required (30 Points)	150
II	3-6 Years (30-60 Points)	VED & General Ed Clusters; & one additional year (75-120 Points)	45 Clock Hours (3-45 Pt.)	Required (30 Points)	180
III	3-6 Years (30-60 Points)	3 Years (90-140 Points)	150 Clock Hours (10-60 Pt.)	Required (30 Points)	210
IV	3-6 Years (30-60 Points)	Bachelor's Degree (120-150 Points)	150 Clock Hours (10-60 Pt.)	Required (30 Points)	240

*Minimum specified requirements in each category and total points must be met in order to receive certification for a rank.

APPLICATION FOR CERTIFICATION
TECHNICAL COLLEGE/INSTITUTE INSTRUCTORS

All full-time instructors in the technical colleges/institutes must be certified. Instructors holding Type I, II or III Day Trade certificates or professional certificates other than Class A, B, or C must apply and have these certificates converted to equivalent technical college certificates prior to September 1, 1978.

A personnel folder must be maintained at the institution for each instructor. All credentials used to apply toward a certified rank must be documented in this folder. Documentation must include:

1. High school diploma or GED certificate.
2. Official transcripts of all postsecondary training.
3. Statements attesting to occupational work experience.
4. Statements attesting to postsecondary teaching experience.
5. Current teaching certificates.
6. Certificates of competency or statements attesting to competency.
7. Statements attesting to in-service activities.

The instructor is responsible for supplying the necessary documentation to the president of the institution. All credentials applied toward a rank must be completed by September 1 and formal application made to the Postsecondary division by September 30 for a rank to be effective in the subsequent school year. The date the application is notarized will be considered the official date of application.

Completing the Application

All applicable parts of the application must be completed. The application must be typed.

- Item 1. Personal Data - self explanatory.
- Item 2. Technical College - self explanatory.
- Item 3. Current Certification - self explanatory.
- Item 4. Occupational Work Experience - list all occupational work experience. Specify whether experience was full-time or part-time. List total hours part-time with each employer. Each 2,000 hours of part-time work experience will be equated to one year. Credit will be given in one-half (5 points) and whole year (10 points) credit. If occupational work experience was waived for current certification, please list years and months waived. Instructors will be given credit for this waived experience.
- Item 5. High School Diploma/Equivalent - self explanatory.
- Item 6. Postsecondary Teaching Experience - list all postsecondary teaching experience. Part-time experience will be converted to full-time-equivalent experience. 1,320 contact hours will equate to one year. Twelve months is the maximum experience allowed during any twelve-month period. A full-time instructor who also teaches part-time may count only the full-time experience.

Item 7a. Vocational Education Cluster - all currently employed instructors classified at Rank I/C and applying for Rank I/B must complete this section. New instructors not currently certified who have completed the vocational education cluster and are eligible for initial certification at Rank I/B or higher must also complete this section. For other than T&I instructors, equivalent education courses, i.e., teaching methods, curriculum/materials development, testing and evaluation, media, may be substituted for all VIE courses except the history, philosophy, or development courses. Fifteen points will be awarded upon certification that the entire cluster has been completed.

Item 7b. General Education Cluster - this section should be completed only by new T&I instructors who qualify for Rank I/A and by currently employed T&I instructors who are classified at Ranks I/B and I/C and are eligible for Rank I/A classification. Thirty points will be awarded upon certification that the entire general education cluster has been completed.

Items 7c. - 7d(3) - Sections 7c, 7d(1), and 7(2) are for T&I instructors only. Since points awarded for postsecondary education in sections 7c-7d(3) are cumulative, only the section with the highest number of points should be completed. For example, a T&I instructor with a bachelor's degree in the appropriate field, a diploma from a technical college, and an associate degree from a junior college should only complete the bachelor's degree section, 7d(3). The 120 points awarded in this section are the maximum allowed for all postsecondary education up to the bachelor's degree. Please note that points are awarded for 15, 20, 45, 60, 75, and 90. There are no in-between points.

All instructors other than T&I must complete section 7d(3), except present LPN instructors may still apply for Rank I/A with less than a baccalaureate. For T&I, the major or minor should be in trade and industrial education, vocational education, technical education, the instructor's subject field or related, adult education, or industrial technology. For all other teaching areas, the major or minor should be in the subject field or related, or in education with an endorsement in the subject or related field.

Item 7c. Formal Postsecondary Occupational Training - credit will be allowed only for in-field training programs of 12 months or more completed by the instructor. Thirty points will be assigned for a certificate from a 12/15-month program, 45 for a diploma from a 18/24-month program, and 60 points for an associate degree from a technical college, institute, or a similar institution.

Item 7d(1). Associate Degree - this section is for an in-field associate degree from a junior college. Sixty points will be awarded for this degree.

Item 7d(2). College/University Certification - this section is to be completed for T&I instructors with less than a bachelor's degree and who do not hold an associate degree. A statement must be attached from the appropriate official of a senior college or university that the instructor is or has been enrolled in an approved bachelor's degree program and lacked 45 or fewer semester hours having the degree as of September 1 of the school year for which certification is applied. Seventy-five points will be awarded when the instructor lacks between 33-45 semester hours. Ninety points will be awarded for certification when an instructor lacks 32 semester hours or less in an approved bachelor's degree program. No additional points will be awarded for education until the bachelor's degree is earned.

- Item 7d(3). Bachelor's Degree - This section must be completed by all instructors who hold a bachelor's degree. For T&I instructors the major or minor must be in vocational education, technical education, trade and industrial education, adult education, industrial technology, or the instructor's subject field or related, and for all other instructors in subject field or related, or in education with an endorsement in the subject or related field. One hundred and twenty points will be assigned for the appropriate bachelor's degree. Note: For all instructors, courses in-field or related taken for non-credit and/or not applied toward a degree(s) may be recorded for points in Section 8, In-Service Activities.
- Item 7d(4). Coursework Beyond Bachelor's Degree - This section is to be completed only by T&I instructors who hold the approved bachelor's degree but do not have a master's degree. All courses allowed here must have been completed after the bachelor's degree was earned and must be in the subject field or related. See subject area in 7d(5) below. Instructors will be awarded 120 points for the bachelor's degree plus one point for each approved semester hour in this section up to a maximum 150 total education points.
- Item 7d(5). Master's Degree - This section must be completed by all instructors who hold the appropriate master's degree. For T&I instructors a minimum of 18 hours of the coursework must be selected from trade and industrial education teaching methods, curriculum, teaching materials, media, subject field or related, measurement and evaluation, adult education, and counseling.
- For all other instructors a minimum of 18 hours must be selected from teaching methods, teaching materials, curriculum, measurement and evaluation, media, adult education, counseling, and the subject field or related, with at least six of the hours in the subject field. One hundred and fifty points will be awarded for education for instructors with the appropriate master's degree.
- Item 7d(6). Coursework Beyond Master's Degree - This section is to be completed by BOE, HOE, DE, AG and Related instructors who hold the approved master's degree. All courses allowed here must have been completed after the master's degree was earned and must be in the subject field or related; instructors will be assigned one point for each semester hour earned for appropriate coursework.
- For instructors who hold an appropriate master's degree plus 30 or master's degree plus 60, one hundred and eighty or two hundred and ten points will be awarded respectively. The same minimum 18-hour in-field requirement applies for these 30 semester-hour courses as that for the master's degree section, 7d(5).
- Item 7d(7). Doctor's Degree - An instructor in a field other than T&I who meets all requirements for an appropriate master's degree plus 60 and holds an earned doctorate should complete this section. Two hundred and forty points will be awarded to such instructors.
- Item 7d(8) Instructors in business and office occupations who hold an appropriate CPA or CPS certificate will be awarded 30 educational points which will be added to the maximum points earned in Items 7d(3) - 7d(7).

Item 8. In-Service Activities - List in-service activities chronologically. Summer Conference for period 1971-1977, if attended, may be reported as follows: 1971-8.5 hours; 1972-12.0 hours; 1973-8.5 hours; 1975-14.0 hours; 1976-12.0 hours; and 1977-8.0 hours. These Summer Conferences may be summarized on one line; e.g., if an instructor has been employed and attended all scheduled conferences since 1971, then 63 hours should be reported. If employed and attending since September 1, 1973, then the summary should reflect 34 hours.

Summer Conferences attended prior to 1971 may also be summarized. Not more than 15 hours may be recorded for any one conference. The instructor must have documentation on file to validate attendance.

Record all other documented in-service activities separately.

All in-service activities subsequent to February 23, 1978, must be approved in advance by the President and Postsecondary division. A copy of the approval must be attached to the application (Summer Conference and New Teacher Institute excepted).

Except for Summer Conference and the New Teacher Institute, after March 1, 1978, in-service activities which are used for certification points cannot be paid for by the employing institution. The institution may and is encouraged to fund in-service activities; however, the hours may not be used for certification purposes. It is suggested that possibly each instructor be permitted to attend one in-service activity every other year and receive reimbursement from the institution.

Generally, in-service activities points cannot be awarded if they occur on campus during the instructional day. Exceptions, subject to prior approval, are:

- a. institutionwide in-service program; however, the number of contact hours cannot exceed 21 in any one academic year.
- b. special demonstration or presentation directly related to in-field instruction; however, the number of contact hours cannot exceed 12 in any one academic year.
- c. activity as an in-field expert, consultant or chairman of a summer conference program, curriculum development, etc.; however, the sum total of contact hours for all of these may not exceed 24 hours in any one academic year.

Activities such as student organizations, tours, etc. are considered normal instructional responsibilities and should not be reported as in-service activities. Attendance at conventions such as AEA, AJCCA, SACS, and in-field associations is encouraged; however, no in-service activity points may be awarded if the activity is paid for by the institution. If the individual pays for the trip, then prior approval is required and attendance at approved sessions must be validated.

Only contact hours directly related to the in-service experience/training may be reported. Travel time, banquets, general and business sessions, etc. cannot be reported unless specifically approved. In all cases, attendance must be validated and kept on file.

In-service activities may be reported in half-hour increments. The total will be divided by 15 to determine the number of points. Any fraction of a point exceeding .49 will be counted as one.

- Item 9. Certification of Competency - Satisfactory completion of a nationally recognized examination is strongly recommended. After November 22, 1977, all new employees must pass satisfactorily a competency examination prior to being eligible for Rank I/B certification. Rank I/B and I/C instructors employed prior to November 22, 1977, may substitute postsecondary teaching experience for a competency examination in accordance with previous certification requirements in effect; however, for these individuals to advance beyond Rank I/A, they must complete and satisfactorily pass a nationally recognized examination.

In lieu of a competency exam/certification or a recognized license, the president may certify as to a Class A instructor's competency if employed prior to November 22, 1977. The applicant is responsible for adequate documentation. As a minimum, proof must ensure competency in all phases of instruction. Journeyman certificates are appropriate. Teacher evaluations and accrediting team reports offer information and guidance as well.

Employers' comments, student comments, placement and follow-up data, inspection reports, publications, participation as a leader in in-field activities etc. are also useful guides in documenting competency.

- Item 10. The instructor must sign the application attesting to the accuracy of the credentials submitted.

Items 11-12. The president must verify employment and attest to the accuracy of the credentials submitted.

- Attachments: (1) Form letter, statement, college official
(2) Form letter, request for approval of in-service activities

COLLEGE LETTERHEAD

TO: State Technical College/Institute
Address

TO WHOM IT MAY CONCERN:

This is to certify that (name of instructor), (subject area)
instructor State Technical College/Institute is/has been enrolled in the
bachelor's degree program at (name of college).

Mr./Ms. on (date) lacked
semester hours having the above-referenced degree.

Sincerely yours,

Appropriate College Official

Note: For Rank II or above certification to be effective for pay during
1977-78 the certification must be as of September 1, 1977.

Attachment 1

SCHOOL LETTERHEAD

TO: Division of Postsecondary
and Continuing Education
Programs Section
817 South Court Street
Montgomery, Alabama 36104

FROM: _____ State Technical College/
Institute

REFERENCE: Request for approval of an in-service activity for _____ (name),
(subject area) _____ instructor.

Name of Activity: _____

Location: _____ Date: _____

Sponsor: _____

Contact Hours: _____

Estimated Cost _____ to be paid by _____

APPROVED:

APPROVED for _____ hours:

President
State Technical College/Institute

Programs Section
Division of Postsecondary
and Continuing Education

Attachment: Schedule of Event(s)

Attachment 2

TO: STATE OF ALABAMA
 DEPARTMENT OF EDUCATION
 DIVISION OF POSTSECONDARY & CONTINUING EDUCATION
 817 SOUTH COURT STREET, SUITE 203
 MONTGOMERY, ALABAMA 36104

APPLICATION FOR POSTSECONDARY INSTRUCTOR CREDENTIALS _____ 19__

OFFICE USE ONLY

RANK APPLIED FOR (Circle One) I/C I/B I/A II III IV

1. Personal Data:

Name of Instructor _____
 Last Name First Name Middle Maiden
 Social Security Number _____ Date of Birth _____ Sex F M

2. Send Certificate to: Technical College _____
 Address _____

Office
Use

3. Current Certification Held: Subject Area _____
 Certificate Class/Type _____ Date Issued _____ Date Expires _____

Office
Use

4. Occupational Work Experience (attach additional sheet if needed)

Duties

Dates

1	1) Employer _____		From _____
2	Address _____		Mo. Yr.
3	Full-time ☐ Part-time ☐		To _____
4	If part-time list total hours _____		Mo. Yr.
5	2) Employer _____		From _____
6	Address _____		Mo. Yr.
	Full-time ☐ Part-time ☐		To _____
	If part-time list total hours _____		Mo. Yr.

Total occupational experience _____ yrs.

Occupational experience waived _____ yrs.

Office
Use5. High School Diploma _____ Date _____ 19__

Name of School

or High School Equivalency _____ Date _____ 19__

OFFICE
USE

6. Postsecondary Teaching Experience (attach additional sheet if needed)

Dates		Name of School	Subject Taught
From	Mo. Yr.		Part-time ☐ Full-time ☐
To	Mo. Yr.		If part-time list total hours taught
From	Mo. Yr.		Part-time ☐ Full-time ☐
To	Mo. Yr.		If part-time list total hours taught
From	Mo. Yr.		Part-time ☐ Full-time ☐
To	Mo. Yr.		If part-time list total hours taught
From	Mo. Yr.		Part-time ☐ Full-time ☐
To	Mo. Yr.		If part-time list total hours taught

I/B-1

I/A-3

Total postsecondary teaching experience _____ yrs. _____ mo.

7. Postsecondary Education

OFFICE
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a. Vocational Education Cluster

If instructor holds Type II, Class B or higher certification check here and omit this section ☐

	Dept.	Course Number	Title	College or University	Credit
History, Philosophy, or Development of VED					
Occupational Analysis - Course Construction					
Teaching Methods					
Instructional Materials/ Curriculum Development					

15

b. General Education Cluster (T & I instructors only)

If instructor holds Type I, Class A, or higher certification check here and omit this section ☐

	Dept.	Course No.	Title	College or University	Sem. Hours Credit
English					
English Speech					
Psy. and/or Soc.					
Psy. and/or Soc.					
American History					
Math					
Science					
Elective					
Elective					

30

7. (continued)

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c. Formal postsecondary occupational training (T & I only)

Institution _____

Address _____

Dates Attended: From _____ To _____ Date Graduated _____

Check One: 12-15 months ☐/ 18-24 months ☐/

Type of Award

Check One: Certificate ☐/ Diploma ☐/ Degree ☐/

d. Other Postsecondary Training

(1) Associate Degree (T & I Only)

Institution _____

Address _____

Dates Attended: From _____ To _____ Date Graduated _____

Major _____

Type Degree: Check One: AA ☐/ AS ☐/ AAS ☐/

(2) College/University Certification, 45 semester hours or less (T&I only).
Attach copy of certification to this application.

Institution _____

Address _____

Dates Attended: From _____ To _____ Major _____

Expected Graduation Date _____

(3) Bachelor's Degree

Institution _____

Address _____

Dates Attended: From _____ To _____ Date Graduated _____

Major _____ Minor _____

Type Degree: Check One: BS ☐/ BA ☐/ Other ☐/ _____

7. d(continued)

OFFICE
USE

- (4) In-Field/Related Courses Beyond Bachelor's (T & I only)
(If instructor holds Master's Degree omit this section)

List all appropriate courses:

Date Completed	Department	Course No.	Title	College or University	Credit
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- (5) Master's Degree

Institution _____

Address _____

Dates Attended: From _____ To _____ Date Graduated _____

Major _____ Minor _____

List 18 graduate semester hours considered in-field or related:

Department	Course No.	Title	Credit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. d (continued)

OFFICE
USE

(6) In-Field/Related Courses Beyond Master's for BOE, HOE, DE, AG, Related
(Use additional sheet if needed)

Date Taken	Department	Course No.	Title	College or University	Credit
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151-210

(7) Doctor's Degree

Institution

Address

Dates Attended: From _____ To _____ Date Graduated _____

Major _____ Minor _____

Dissertation Title

OFFICE
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(8) Special Certificates (BOE Instructors Only)

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CPA Date Received _____ CPS Date Received _____

8. In-Service Activities (Attach copy of Postsecondary division approval for each entry).

Date	Title/Subject	Company/Institute	Location	Contact Hours
------	---------------	-------------------	----------	---------------

OFFICE
USE

II 3 - 45

III 10 - 60

IV 10 - 60

Total Contact Hours _____ Total In-Service Points _____

9. Certificate of Competency (Attach verified certification if other than recognized competency test or licence)

<u>Name of Licence/Test</u>	<u>Date</u>	<u>Place</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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10. I certify that all information shown on this form is true and correct to the best of my knowledge and belief.

Signature of Applicant

11. Verification of Employing President

Teacher Employed _____ To be Employed _____ Date _____

School _____ President _____

Occupation to Teach _____

12. I hereby certify that the named applicant meets all necessary requirements for the requested Postsecondary Occupational Credentials; appropriate documentation is on file at this institution; and all information listed or attached to this application is true and correct to the best of my knowledge and belief.

Signature of President

Sworn to and subscribed before me this the _____

day of _____ 19____.

(Notary Public)

UNIVERSITY OF CALIF.
LOS ANGELES

JUN 22 1979

CLEARINGHOUSE FOR
JUNIOR COLLEGES